



# Longhouse Scheduling Information

## Scheduling Priorities

- Native academic programs
- Events sponsored by Native public service centers (Longhouse or NIARI)
- All other academic programs
- Events, including Tribal requests, deemed high priority for scheduling by VP's
- All other events

## General Classroom & Kitchen Scheduling

### Off-campus groups:

Please call [Conference Services](#) at (360) 867-6192.

### On-campus groups:

Please call Space Scheduling at 867-6314.

### All other questions:

Please call Tina Kuckkahn,  
or Laura Grabhorn (360) 867-6413.

## Longhouse Wall and Bleacher Moves

Please note **walls and bleachers may only be moved by trained personnel**. There is a furniture storage room in 1007A(1009) and in 1007B (1008). Please use these rooms to store or retrieve extra tables or chairs.

### The classrooms with moveable walls are:

LC 1002 (Cedar Room) has one moveable wall closing it from Welcome Hall.

LC 1007A & 1007B has one moveable closing it from the Welcome Hall and another that divides the two large rooms or opens into one large room. These two rooms also have bleachers for additional seating.

When you schedule the LC 1007 rooms, please put in a **work order** to have Building Services configure the walls for your event.

**DO NOT attempt to move the walls yourself.**

You can e-mail Facilities Work Request at [facilities@evergreen.edu](mailto:facilities@evergreen.edu)

